

(Mailing Date)

VIA U.S.P.S. REGULAR MAIL

Special Magistrate Name
Address
Address
Phone

Re: Termination of Agreement between the Lee County 20__ Value Adjustment Board and _____ for Special Magistrate Services (“Agreement”)

Dear _____,

This letter shall serve as official notice that the above-referenced Agreement is hereby terminated. Pursuant to Section 3.2 of said Agreement, the Agreement may be terminated by either party, with or without cause, by written notice to the other party of the intent to terminate. Such termination shall be effective immediately upon receipt of such written notice of intent to terminate.

According to the records for the Lee County Value Adjustment Board, all invoices submitted by you have been resolved and/or paid in full. Please call the Lee County Value Adjustment Board Clerk at (239) 533-2328, in the event that this information is inaccurate.

Respectfully,

[Printed Name]
Lee County Value Adjustment Board Chair

cc: _____, Minutes Lead Value Adjustment Board Clerk
cc: _____ Esq., Value Adjustment Board Counsel
cc: Lee County Value Adjustment Board